

Applying for a Food Establishment Change of Ownership

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BENTON-FRANKLIN HEALTH DISTRICT FOOD SERVICE FACT SHEETS

Opening a food establishment?

Follow these easy steps to navigate the process of application and approval for your food establishment permit

Step 1: Gather and Complete Paperwork

- ☐ Food Service Application
- ☐ Food service floor plan, drawn to scale
- ☐ Menu
- ☐ Specifications for all newly added food service equipment
- ☐ Written handwashing policy
- ☐ Written illness policy
- ☐ Closure Form, signed by previous owner or property owner

Step 2: Pay Fees

A change of ownership fee must be paid when you are ready to submit paperwork. Fees vary based on the extent of changes made to the facility or menu.

Step 3: Contact your Assigned Inspector

You will be assigned an inspector based on the location of your food establishment.

Your inspector will be _____

Once your paperwork is filed, contact your inspector to discuss any missing items or questions they may have. After an initial review, the inspector will contact you to review your menu, processes, and procedures in detail.

Step 4: Wait for Approval

A full review of your paperwork will take at least **1 week**. Your inspector will notify you when final approval is granted.

Step 5: Remodel and/or Final Inspection

Remodel construction may begin once plan approval is granted. **Do not** begin construction until you receive plan approval. Depending on the status of the facility, a final inspection may also be required. Contact your inspector to determine if a final inspection is needed. Once approval is granted, a **permit fee** must be paid before opening.

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Contacting the Food Program

During the change of ownership process, you're encouraged to contact an inspector with any questions about your project. To help us keep track of your progress and information, we ask that you directly contact your assigned inspector, listed on the front page.

Your Projected Fees

These fees are based on the projected specifications of your establishment. Fees may change if the establishment size, type, structure, or menu changes.

Application Fee	\$25.00
Change of Ownership Fee	
Annual Permit Fee	
Projected Total Fees	